

VACANCY ANNOUNCEMENT

(Announcement No. 16/22)

OPEN TO: All Interested Candidates
POSITION: **Custodian Supervisor, FSN-3**
OPENING DATE: May 19, 2016
CLOSING DATE: June 03, 2016
WORK HOURS: Full-time; 40 hours/week
SALARY: Actual grade and salary will be based on the qualifications of the applicant.

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Vientiane is seeking an individual for the position of **Custodian Supervisor** in the Facility Maintenance, Management Section.

BASIC FUNCTION OF POSITION

The incumbent directly supervises a crew of 10 Facilities custodians who are responsible for maintaining the daily cleanliness of the Embassy compound facilities, American Center Compound Facilities to include the Swimming pool locker-rooms. The Custodian Supervisor shall assigns work tasks, instructs on the proper methods to accomplish the tasks, and ensures that all tasks are completed satisfactorily plan and schedule crews to work at the various sites. Incumbent reports directly to Facilities Supervisor.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. Education:** Completion of secondary school is required.
- 2. Prior Work Experience:** 1-2 years of general custodian experience plus six months of supervisory or leadership experience is required.
- 3. Language Proficiency:** Level II in Lao and Level II English.
- 4. Knowledge:** Must have knowledge of cleaning supplies, applications, procedures and equipment. Must be familiar with the safe handling and application of cleaning products and equipment. Must use common sense in determining good safety practices when directing relocation of furniture and equipment.
- 5. Skills and Abilities:** Basic computer knowledge and Microsoft Office software applications is required. Ability to communicate via simple email exchanges and telephone. Incumbent must have ability to coordinate, schedule, assign and train individuals and teams in a variety of jobs. Must be capable of performing some heavy physical work. Must be able to work independently. Must be able to perform all job activities and duties in a responsible manner to avoid the creation of safety or health hazards. Must be able to conform to established safety and health policy and procedures. Must be able to properly utilize appropriate

personal protective equipment as required by the job activity. Must report unsafe or hazardous conditions. Must inform supervisor of all accidents, illnesses and injuries.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to pass the local security background investigation.
5. Candidates who are EFM, USEFM, AEFM, or MOH must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as Locally Employed Staff or Family Member (DS-174); Download the form at: http://laos.usembassy.gov/job_opportunities.html; **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE; **or**
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy
Thadeua Road, Somvang Tai Village
PO Box 114, Vientiane, Laos
(Hardcopy or e-mail attachments are accepted)
E-mail: VientianeHRO@state.gov

POINT OF CONTACT

Telephone: 856-21-487000
Fax: 856-21-488002

CLOSING DATE FOR THIS POSITION: June 03, 2016

The U.S. Mission in Vientiane provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.